

## Lessons Learned (LL) Checklist

Date(s) of Assessment: \_\_\_\_\_ Project: \_\_\_\_\_  
 Assessor(s): \_\_\_\_\_ Process Assessed: \_\_\_\_\_  
 \_\_\_\_\_

		Y, N, NA	F, O	Comments
<b>ASSESSMENT PREPARATION</b>				
1	Have standards been identified to clearly define the process assessment?			
2	Were guidelines used to prepare for the assessment?			
3	Have entrance and exit criteria been established for the assessment?			
<b>LESSONS LEARNED PROCESS OBJECTIVES</b>				
4	Were the goals of the process assessment and any assessment prerequisites provided?			
5	For each Lessons Learned entry, is there a proper Subject/Title/Topic(s)?			
6	Is an abstract provided?			
7	Is there a description of driving events?			
8	Is the Lessons Learned clearly stated?			
9	Are Recommendations provided?			
10	Is there evidence of recurrence control effectiveness?			
11	Are all of the related documents identified?			
12	Are the Applicable Enterprise(s) identified?			
13	Is all Approval Information provided?			
<b>POST REVIEW ACTIVITIES</b>				
16	At the conclusion of the assessment is an understanding reached on the validity and degree of completeness of the Lessons Learned Process?			
17	Did all designated parties concur in the acceptability of the Lessons Learned Process?			
18	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			
<b>REFERENCE ITEMS/DOCUMENTS</b>				

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	Y, N, NA	F, O	Comments
<i>NPR 7120.5B - Program and Project Management Processes and Requirements</i>			
<i>NASA Lessons Learned Information System: <a href="http://llis.nasa.gov">http://llis.nasa.gov</a></i>			

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**COMMENTS PAGE** \_\_\_\_\_ **of** \_\_\_\_\_

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